

2003
Annual Progress and Services Report
for the
Consolidated Child & Family Services Plan

Section 9

Glossary of Terms

Glossary

Accreditation - a process of evaluating an organization against best practice standards. The accreditation process is designed to facilitate organizational improvement and serve as a means of positive organizational change. Achieving accreditation demonstrates that the entire organization has met the highest standards of quality the field has set.

Administration on Children, Youth, and Families (ACYF or ACF) - Administration for Children and Families, U.S. Department of Health and Human Services.

Adoption - method provided by State law which establishes the legal relationship of parent and child between persons who are not so related by birth, with the same mutual rights and obligations that exist between children and their birth parents.

Adoption and Foster Care Analysis and Reporting System (AFCARS) - computerized data system designed to collect uniform, reliable information on children under the responsibility of the State title IV-B/IV-E agency for placement and care.

Adoption and Safe Families Act (ASFA) - enacted by Congress in 1997, makes strides toward more quickly removing children from dangerous situations, and providing states with incentives to find adoptive or other permanent homes for foster children with special needs. The ASFA amends P.L. 96-272 to promote primacy of child safety, timely decision making, clarification of “reasonable” efforts and continuation of the family preservation program.

Adoption Assistance and Child Welfare Act of 1980 (Public Law 96-272) - enacted to provide federal financial assistance to States for foster care and adoption assistance and to provide technical consultation to States to make changes in their child welfare services system. Provisions of the law emphasized preplacement services preventing unnecessary removal of children from their families; improved quality of care and services to children and their families; and permanency through reunification with parents or through adoption or other permanency planning.

Annual Progress and Service Report (APSR) - document derived from a State’s annual review of the progress made during the previous year toward accomplishing the goals and objectives in the Child and Family Services Plan. A description of CFSP services to be provided in the upcoming fiscal year also are included.

Authorized Positions - means, for State Budgetary purposes, the number of positions approved by the legislature in an appropriation bill to be funded by the salaries continuing category of the State accounting system.

Benchmark - a measurable element, for which data is available, which suggests progress toward

achievement. (See performance indicator)

Best Practice - activities, services and supports, or programs that achieve a desired outcome in a manner that is considered exemplary by a wide variety of consumers, stakeholders or professionals within a discipline. It is a practice usually considered worthy of replication by others.

Budget Request - the document, with its accompanying explanations, in which a budget unit states its financial requirements and requests appropriations.

Chafee Foster Care Independence Program (CFCIP) - a federal program enacted on December 14, 1999. It makes additional funds available to states and provides them with greater flexibility in carrying out programs designed to help youth make the transition from foster care to self-sufficiency.

Child Abuse Prevention and Treatment Act, as amended (CAPTA) - authorizes Federal funds to States to help expand and increase activities designed to prevent, identify, and treat child abuse and neglect; to provide for research, demonstration, and training and technical assistance projects that will promote such activities; and to assist in building statewide, community-based family resource services systems.

Child and Family Services Plan (CFSP) - document, developed through joint planning, which describes the publicly-funded State child and family services continuum of family support and family preservation services; child welfare services; and services to support reunification, adoption, kinship care, foster care, independent living, or other permanent arrangement.

Child and Family Service Review(CFSR) - child and family services reviews, regulated by the Administration for Children and Families (ACF), are designed to improve outcomes of services to children and families. Reviews will be held in all states, with Louisiana being reviewed in 2003. The review seeks to encourage continuous improvement in three outcome domains: safety, permanency, and child and family well being.

Child Welfare Services - social services directed to protecting and promoting the welfare and safety of all children; preventing or remedying the neglect, abuse, exploitation, or delinquency of children; preventing the unnecessary separation of children from their families; reunifying children with their families when they can be safely returned; assuring adequate care of children away from their when they cannot be placed for adoption; and placing children in suitable adoptive homes, in cases where return to the family of origin is not possible or appropriate.

Children - individuals from birth to the age of 18 (or such age of majority as provided under State law) including infants, children, youth, and adolescents.

Community-Based Services - services and programs delivered in accessible settings in the community and responsive to the needs of the community and the individuals and families

residing therein.

Community Stakeholders - refers to individuals and organizations not directly connected to the Agency who have dealings with the Agency in some fashion or another. They may be directly involved as clients receiving services or as providers giving services. They may provide fundamental support services as do the police and courts. Stakeholders also include interested parties who, voluntarily, give information, support clients, and in general support efforts to carry out the goals and objectives of the Agency.

Continuous Quality Improvement (CQI) - A process of creating an environment in which management and workers strive to create constantly improving quality.

Council on Accreditation (COA) - Begun in 1977 under the sponsorship of the Child Welfare League of America, COA is an independent accrediting body for public and private organizations that provide behavioral health care, social, and other community services to families, children, and individuals.

Court-appointed Special Advocate (CASA) - individual volunteer who has been screened and trained by a recognized CASA program and appointed by the court to advocate for children in the court system primarily as a result of abuse or neglect.

Efficiency - refers to cost-effectiveness or productivity relative to achievement of an objective.

Encumbrance - a commitment related to unperformed executory contracts for goods or services.

Family Group Decision-Making (FGDM) - A process stressing the development of case plans by using a family group meeting format. This process differs from traditional conferencing in at least two ways: first, not only the child welfare worker and family, but also other interested parties are part of the conferencing process; and second, the family is given the opportunity to create the recommended plan, which is then accepted or revised with added discussion with agency staff.

Family Independence Temporary Assistance Program (FITAP) - Louisiana's new public assistance program established under welfare reform provisions of the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996. It is the State's version of TANF.

Family Preservation Services - services for children and families designed to protect children from harm and help families at risk or in crisis.

Family Support Services - community-based services to promote children and family well-being designed to increase the strength and stability of families, to increase parent's confidence and competence in their parenting abilities, to afford children a stable and supportive family

environment and to enhance child development.

Families - include biological, adoptive, foster, and extended families.

FIND WORK - program component of FITAP that focuses on work participation activities of recipients. This program replaced Project Independence in the State.

Foster Care (FC) - 24 hour substitute care for all children placed away from their parents or guardians and for whom the State agency has placement and care responsibility.

Goal - a general purpose toward which the efforts of the agency or program are directed.

Independent Living Services - service programs and activities designed to assist children, between the ages 15 and 21, make the transition from foster care to independent living. Services and activities generally include life skills training and employment preparation such as remedial courses to secure a high school diploma or its equivalent; parent training classes; college preparatory courses; securing appropriate vocational training; job search and placement programs; training in daily living skills, money management, locating and maintaining housing, and career planning.

Indian Child Welfare Act (ICWA) - enacted in 1978 by Congress, grants extensive jurisdiction to Indian Tribes in child welfare cases involving Indian children; and establishes minimum standards for the removal of Indian children from their families and the placement of such children in out-of-home care.

Input - any resource used to implement a policy, program, or specific service.

Intercountry Adoption Act - In 2000 the United States Congress passed the Intercountry Adoption Act. The main purpose of this act is to track the progress of children who have been adopted from foreign countries and brought to live in the United States. More specifically, it seeks to determine the number of adoption disruptions that occur and the outcome of such disruptions. It also seeks to know if post-adoptive services are available for such foreign adoptions.

Inter-ethnic Placement Act (IEPA) - Section 1808 of the Small Business Job Protection Act of 1996, affirms and strengthens the prohibition against discrimination in adoption or foster care placements on the basis of race, color, or national origin.

Joint Planning - an ongoing partnership process between ACF and the State and between ACF and an Indian Tribe in the development, review, analysis, refinement or revision of the State's and the Indian Tribe's Child and Family Services Plan, and the implementation of the programs.

LAKIDS - Formerly called SACWIS, LAKIDS is an agency wide automated child welfare information system which is designed to meet the adoption and foster care reporting requirements set forth by the federal government. It is also designed to provide more efficient administration of programs through an advanced data collection system.

Linkage - a method of joining or coordinating two otherwise separate entities or sets of services.

Louisiana Children's Cabinet - an administrative body created by the State Legislature in 1992 to coordinate policy, planning, and budgeting for all state mandated child-serving agencies. Primary focus is that of developing recommendations to redirect programs for children and families toward early intervention, prevention, and family preservation, and implementing an annual children's budget.

Louisiana Children's Code - the body of State statutes governing all juvenile court proceedings (unless otherwise specified) in the State that contains provisions relating to jurisdiction, general authority, and appeals; juvenile court administration; child in need of care; families in need of services; delinquency; traffic violations; involuntary termination of parental rights; surrender of parental rights; adoption of minors; mental health; special proceedings; and interstate compacts affecting children.

Louisiana Children's Trust Fund - awards State-funded grants to public and private institutions within the State for programs and activities that promote prevention of child abuse and neglect. Activities of the Community-based Family Resource Centers, funded under CAPTA, are coordinated through this entity.

Low Income Heating Energy Assistance (LIHEAP) - funds heating and cooling expenses for indigent or otherwise qualified participants.

Medicaid - the public medical assistance program federally funded under Title XIX of the Social Security Act, as amended, which enables a State to furnish medical assistance to families with dependent children and to individuals who are elderly, blind, or disabled, whose income and resources are insufficient to meet the costs of necessary medical services, and rehabilitation and other services to help such families and individuals attain or retain capability for independence or self-care.

Multiethnic Placement Act (MEPA) - enacted 1994 by Congress, requires States to provide for the diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed.

National Child Abuse and Neglect Data System (NCANDS) - A national data collection system operated by the Administration of Children and Families (ACF) in the federal Department of Health and Human Resources. Individual states report data on child abuse and neglect to the ACF who uses the data to compile statistics on recurrence of maltreatment and on incidences of child abuse and/or neglect in foster care.

Objective - a specific and measurable target for achievement which describes the exact result sought, which is stated in an outcome-oriented statement that may reflect effectiveness, efficiency, or quality of work, and which may be either numeric or non-numeric. A key objective is an objective included in the executive budget, the General Appropriation Act, or the Ancillary Appropriation Act of the State.

Operational Plan - means the annual work plan of the Agency and its component programs, which indicates the implementation of the Agency's strategic plan for a specific fiscal year, and which describes agency and program missions, goals, outcomes, strategies, and indicators.

Outcome - evidence or demonstration of the actual impact or public benefit of programs, services, supports, or systems on the conditions of children, families, and communities.

Output - the quantity of actual service or product delivered by an agency or program.

Performance Indicator - a statement identifying an activity, input, output, outcome achievement, ratio, efficiency, or quality to be measured relative to a particular goal or objective in order to assess an agency's performance. Key performance indicator means a performance indicator which is included in the executive budget, the General Appropriation Act, or the Ancillary Appropriation Act of the State.

Performance Measure - a measure of the effectiveness of agency or program service delivery.

Performance Standard - the expected level of performance associated with a particular performance indicator for a particular period.

Peer Case Review - a three tiered process which uses QA information, case record information, and staff/consumer interviews as a means of evaluating services. The case review portion of the process requires staff from one region review the case records of staff in another region using an instrument similar to the federal review instrument which measures outcomes of safety, permanency, and well-being.

Program - a grouping of activities directed toward the accomplishment of a clearly defined objective or set of objectives.

Promoting Safe and Stable Families (PSSF) - reauthorized and expanded Family Preservation and Support Services for three years and renames the Family Preservation and Support program to "Promoting Safe and Stable Families". Categories of service now include "community-based support services, time-limited family reunification services, and adoption promotion and support services" which emphasize the safety of the child.

Quality - degree or grade of excellence.

Service Continuum - a comprehensive, coordinated system of service delivery that allows children and families to access needed services when needed. Families may enter and exit at any point in the continuum. The child and family services continuum is inclusive of all services under the CFSP.

Service Coordination - the process to improve access to services and deliver a range of services to children and their families.

Social Services Block Grant (SSBG) - authorized under Title XX of the Social Security Act, as amended, is intended to help States provide a variety of social services to reduce or eliminate the economic dependency of the poor; prevent neglect and abuse of children and adults unable to protect their own interests; prevent or reduce unnecessary institutional care; and secure institutional care for those who need it.

Strategic Plan - document developed in the process of strategic planning.

Strategic Planning - a process of agency self-assessment and objective setting which considers an organization's purpose, capacities, and environment, and results in a strategic plan which determines a path for development of the organization's resources in order to achieve meaningful results.

Statewide Automated Child Welfare Information System (SACWIS) - a State's statewide automated child welfare information system.

Subrecipient - a legal entity to which funds were awarded by a State or Tribal grantee.

Supplemental Security Income (SSI) - federal entitlement program authorized under Title XVI of the Social Security Act, as amended, to provide financial and medical assistance to an adult age 65 or older; and to a child or adult with a disability which prevents the individual from engaging in any substantial, gainful employment.

Temporary Assistance to Needy Families (TANF) - authorized under P.L.104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (generally referred to as Welfare Reform) to replace the Aid to Families with Dependent Children (AFDC) public financial entitlement program. TANF funds to States are allotted in the form of a Block Grant.

Title IV-B, subpart 1 - provision of the Social Security Act, as amended, that provides Federal grants to State social services agencies for child welfare services designed to prevent child abuse,

neglect, delinquency, or exploitation; avoid the unnecessary break-up of families; and, when removal of children is necessary for their safety and well-being, provide alternative permanent homes for those children.

Title IV-B, subpart 2 - provision of the Social Security Act, as amended, by ASFA is the reauthorization of funds for family preservation and support services, which has been redefined to include “community-based family support services, time-limited family reunification services, and adoption promotion and support services.”

Title IV-E - provision of the Social Security Act, as amended, that allocates Federal funds to a State to provide foster care and adoption assistance for children who would otherwise be eligible for payments under the AFDC Program. Funding allotments include foster care maintenance payments, placement services, administrative costs, training expenses, automated information systems, independent living services for foster children ages 16-21, and adoption assistance to parents who adopt eligible children with special needs.

Tracking, Information, and Payment Services (TIPS) - the Office of Community Services’ computerized on-line, statewide interagency information system which tracks client information and generates payments for agency services.

STATE OF LOUISIANA

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